

# STUDENT WORKER GUIDELINES

## COUNTY OF SAN DIEGO



Revised: March 12, 2008

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## I. GENERAL INFORMATION

### A. Purpose

The primary purpose of the Student Worker Program is to encourage students who are in the process of completing their education to become interested in employment with the County of San Diego. Student Workers are encouraged to apply for positions which are directly related to their areas of study in school, and are in the fields where they would work if employed as permanent County employees. Student Workers must demonstrate progress to the next academic level; i.e., high school diploma or GED, AA/AS, BA/BS, MA/MS, or PhD.

### B. Program Monitoring

Hiring departments will be responsible for implementing the "Student Worker Guidelines" for recruitment, selection and appointment of Student Workers. The Department of Human Resources and hiring departments are jointly responsible for monitoring compliance with the "Student Worker Guidelines."

### C. Student Worker Positions

Student Workers may not be substituted for candidates who have qualified for a County position through examination and are awaiting appointment from an employment list. Student Worker positions are in the unclassified service of the County. Student Workers are appointed under Rule 3.6.18(b) of the Compensation Ordinance.

### D. Nature of Appointments

All appointments are part-time hourly, and work at the discretion of the appointing authority. Hourly employees are not eligible to receive benefits such as paid leave, holiday time off, retirement or insurance.

Student Workers can be employed until such time as they no longer meet the program requirements or the department determines that the work is no longer required.

Students no longer meeting the program requirements **must** be terminated immediately and forfeit the right to petition for re-hire, including summer employment, until a "Good Standing" academic status has been achieved. (See definitions.)

### E. Hours

The County's primary interest is to ensure that the student's education is not negatively impacted by the assigned work hours. Students may work a maximum of 20 hours/week during the school year. Additional hours may be arranged with mutual consent of the department appointing authority and the student, and is subject to review by DHR. Students may work up to a maximum of 40 hours per week during the summer and school holidays, if work is available.

## F. Eligibility

In order to participate in the Student Worker Program, students **must** meet the eligibility criteria. Students failing to meet the criteria become ineligible and **must** be terminated from the Program.

All participating students will be required to provide proof of eligibility by submitting a Student Unit Load Verification form upon employment as a Student Worker at the beginning of each term and within 45 days of the end of each term.

### 1. **HIGH SCHOOL / TECHNICAL STUDENT WORKER**

Class No. 0904

#### Qualifications

- A. Full-time high school students with a 2.00 GPA or better.
- B. Full time students enrolled in adult school (e.g., completing GED requirements); or
- C. Full time students participating in a certified educational/vocational program, ROP or CalWorks students enrolled in credit/non-credit or job readiness classes.

#### Salary Steps

See Current Salary Schedule.

#### Post Graduation

- A. Graduated seniors may be promoted to Undergraduate Student Worker, Step 1, when their high school diploma/GED and college registration are provided. (See Section V, Determination of Salary Steps, for further information.)
- B. For students not continuing their education, a maximum of 90 calendar days of full-time employment is allowed following their graduation date, not the commencement date.

#### Special Restrictions

Work permits **are legally required** for all students under the age of 18. (See Section III, Processing and Appointments, A.5 for students with permanent disabilities.) Students under the age of 18 shall **not** drive on public streets as part of their employment (per California Vehicle Code 12515), nor are they permitted to work around certain types of heavy equipment. Contact the Risk Division, Department of Human Resources, for additional information.

- A. Maximum hours of work and permissible time periods for youth age 14-15 are in the following chart. Students sixteen (16) years of age or older have no time or hour restrictions.

MAXIMUM HOURS & PERMISSIBLE TIME PERIODS FOR YOUTH WHEN SCHOOL IS IN SESSION								SCHOOL VACATION PERIOD
AGE	MON	TUE	WED	THU	FRI	SAT	SUN	
Age 12-13	EMPLOYMENT PROHIBITED UNDER FEDERAL LABOR LAWS (Fair Labor Standards Act)							
Age 14-15 18 Hrs/Wk Max	3 Hrs/Max 7 am-7 pm	3 Hrs/Max 7 am-7 pm	3 Hrs/Max 7 am-7 pm	3 Hrs/Max 7 am-7 pm	3 Hrs/Max 7 am-7 pm	8 Hrs/Max 7am -7 pm	8 Hrs/Max 7am -7 pm	8 Hrs/Max 7 am - 9 pm 40 Hrs/Wk Max

## 2. UNDERGRADUATE STUDENT WORKER

Class No. 0905

### Qualifications

- A. Students currently enrolled in at least 12 semester/15 quarter units, or full-time student at an accredited college or training program. Students must have a 2.00 GPA or better.
- B. Graduate students who perform duties that are not related to their field of study in graduate school, will be paid as Undergraduate Student Worker, Step 5
- C. Graduated high school seniors can be promoted to Undergraduate Student Worker, Step 1, when a copy of the diploma/G.E.D. and college registration are provided. (See Section V, Determination of Salary Steps, for further information.)
- D. Students who have graduated and are continuing for a teaching credential, or other certification (fifth year in college) are eligible to participate in the student worker program for one year from start of credential program at Undergraduate Step 5 level Student Worker. They are NOT paid at the Graduate Student level.

### Salary Steps

See current Salary Schedule.

### Post-Graduate Qualification

- A. Students who have completed the requirements for graduation, and are not planning to continue their education next semester/quarter, may work full-time for 90 calendar days following the completion date.
- B. Students who have graduated and are registered to pursue an additional degree may continue as a Student Worker.
- C. Students with a college degree who have returned to school in a different major will be hired as a Student Worker at the appropriate step based on cumulative units earned in the new major only.

### **3. GRADUATE/TECH STUDENT WORKER**

Class No. 0906

#### Qualifications

- A. Students currently enrolled in at least 6 semester/9 quarter units, or a full-time student at an accredited college, or in a graduate/technical program towards an advanced degree, (MA/MS, MBA/MBS, PhD, etc.) (See <http://www.chea.org> for a listing of accredited schools by the Council for Higher Education Accreditation.)
- B. Work duties **must** correspond to the students' course of study, otherwise the student receives Step 5 of Undergraduate salary schedule.
- C. Student has one year from date of graduation to complete thesis/dissertation requirements.

#### G. Supervision

Student workers are not allowed to work without proper supervision. Departments are to provide adequate supervision at all times.

## **II. RECRUITMENT AND SELECTION**

The following procedure is to be used by departments in the recruitment and selection of Student Workers:

- A. Department recruits, interviews and selects qualified students in accordance with "Student Worker Guidelines." All students under 18 must have a valid work permit before they begin employment. (See Section III, Processing Appointments and Salary Increases, for further instructions.)

- B. Job Readiness Student Workers: Cal/Works, Job Corps and Vocational/ROP students enrolled in Community College credit/non credit or job readiness classes must provide written documentation from the school verifying classes attended, classes currently enrolled, and future course work. Students must provide proof that they have satisfactorily passed their classes. They must submit a letter from the Job Developer or Employment Case Manager giving the student permission to work under the "Student Worker Guidelines" set forth by the Department of Human Resources.
- C. Unit Load Verifications (ULV) are valid for only one (1) semester/quarter. Continuously employed students must provide documentation demonstrating their eligibility for employment at the beginning of the term and within 45 days after the end of each term.

### **III. PROCESSING APPOINTMENTS AND SALARY INCREASES**

The following procedures will be used by each department in processing new appointments and step increases.

#### **A. New Appointments**

Student Worker appointments and salary adjustments will be processed in accordance with established "Student Worker Guidelines." After the selection process, the hiring department's Student Worker Coordinator will maintain the following documentation:

1. Original Student Worker application with ULV containing the school seal and signature of registrar;
2. Student Worker Temporary Appointment Statement (DHR 209 9407);
3. Employment Eligibility Verification or I-9 (DHR 238);
4. For students under 18, the original work permit with expiration date entered.
5. Students with a disability must submit a letter from a licensed medical physician and/or Special Services Department from their school verifying their disability, in addition to the above forms. This letter will be kept on file with the hiring Department.

#### **B. Salary/Step Increases**

The hiring department must input the Unit Load Verification (ULV) into PeopleSoft prior to any salary adjustments. Salary adjustments are contingent upon unit completion and step progression entered into student's job record in PeopleSoft. This does not require an ESAP. (See WIN Business Rules, Student Workers, PS-HR 1.40 for more information.) Step increases will be effective the pay period following the receipt of verification. Department will periodically notify Student Workers of deadlines for submitting a Student Unit Load Verification to retain their eligibility for employment.

Any alterations to the Unit Load Verification will invalidate it. It is the responsibility of the Student Worker to keep the department informed regarding their cumulative units earned

to authorize step increases. Failure to keep the department informed could result in termination or the loss of the higher salary until verification is provided.

#### IV. SUMMER EMPLOYMENT REQUIREMENTS

Students may work up to a maximum of 40 hours per week during the summer and school holidays, if work is available.

1. Students who attended school full time during the previous spring semester/quarter must have an official verification no more than 45 days after end of the term.
2. Students who did not attend the previous spring semester/quarter but who are attending summer school full time, must show enrollment.
3. High school students under the age of 18 **must** have a valid work permit before employment can begin. End of school term report cards will verify grade level.

#### V. DETERMINATION OF SALARY STEPS

1. All high school students will be paid at the rate established. Eligibility will begin with the start of their freshman year.
2. High school graduates, who are registered for college in the fall, are paid at Undergraduate Student Worker, Step 1 rate. Departments should retain a copy of the high school diploma and college registration letter.
3. Continuing college students (undergraduate and graduate) are paid based on cumulative units **earned**, not proposed or in process.
4. College graduates who will not be registering for graduate school in the fall are paid at Step 5, Undergraduate Student Worker, and may only work 90 calendar days past their graduation date, not the commencement date.
5. College graduates enrolled in graduate school for the fall are paid at the Graduate Student Worker, Step 3 level, only if their work is related to their planned course of study; otherwise, they are paid Undergraduate Student Worker, Step 5.

#### VI. TERMINATION

The following conditions are cause for **immediate termination**.

1. Failing to submit as required, or altering the ULV form, or presenting and/or falsifying documents submitted in support of student status.



2. Failing to submit required verification upon request.
3. Failing to enroll and maintain full time student status.

**Note:** College students in their senior year that are unable to maintain full time status due to impacted classes or other circumstances beyond their control may submit, for consideration, a letter from their college stating the specific reasons.

4. Failure to advise the County of any change in status or course load.
5. Failure of students under the age of 18 to have a valid work permit on file.
6. Violation of any County policy, rule or regulation.
7. Students maximizing a learning institute's time limit to attain a degree or the maximum number of units may be disqualified from the program.

**Students who are terminated from this program lose the right to petition for re-hire, including summer employment, until a "good standing" academic status has been achieved.**

## **VII. MISCELLANEOUS INFORMATION**

PRE-EMPLOYMENT MEDICAL SCREENING: DHR Policy No. 0141 states, "It is the County Policy to ensure that all employees are physically able to perform their duties. No candidate may be placed on the County payroll prior to a medical clearance." For further information contact Medical Standard Services Coordinator at 619-578-5731.

WORKERS' COMPENSATION: In the event a Student Worker is injured on the job, the students' immediate supervisor must, within one work day, submit a claim/report to Department of Human Resources, Attention: Workers' Compensation, Mail Stop D-226. Workers' Compensation will make the determination on the claim.

UNEMPLOYMENT INSURANCE: For information contact the Department of Human Resources Unemployment Coordinator at 619-578-5734.

RETROACTIVE PAY: Retroactive pay will not be authorized. Any extenuating circumstances must be submitted in writing to the Department of Human Resources, HR Services Manager, c/o Student Worker Coordinator, Mail Stop A-8.

MILEAGE: Student Workers over 18 are permitted to drive on County business. Mileage reimbursement is paid on a case-by-case basis.

BILINGUAL PAY: Student Workers are not eligible to receive bilingual premium. (See Compensation Ordinance, Bilingual Premiums, 1.9.2 for more information.)

## VIII. SALARY INFORMATION

### HIGH SCHOOL/TECHNICAL STUDENT WORKER

#### CLASS 0904

See current Salary Schedule.

### STUDENT WORKER - UNDERGRADUATE

#### CLASS 0905

- Salary steps depend on the total number of semester or quarter units earned
- Students may have completed units at more than one school

Step	1	2	3	4	5
Hourly wage	See current Salary Schedule				
Semester units completed	0 -29	30-59	60-89	90+	GRAD
Quarter units completed	0-44	45-89	90-134	135+	GRAD

### STUDENT WORKER - GRADUATE

#### CLASS 0906

- Salary steps depend on the total number of upper division semester or quarter units earned
- Students on a one-year masters program cannot be paid at a rate above step 3 regardless of the number of units completed.
- Units must be in the field of graduate program study.

Step	1	2	3	4	5
Hourly Wage	See current Salary Schedule				
Semester units completed	0 -6	7-12	13-18	19-24	24+
Quarter units completed	0-9	10-18	19-27	28-36	36+

## **IX. FREQUENTLY ASKED QUESTIONS**

### **Are official transcripts acceptable in lieu of the Unit Load Verification form?**

We prefer a completed Unit Load Verification form. However, a recent (1 month old or less) official transcript will also be accepted as proof of enrollment units accumulated.

### **Can students work beyond 20 hours a week?**

Not recommended, but may be approved by mutual agreement between the student and the appointing authority and upon approval by the Director of Human Resources.

### **What happens when a high school student graduates or when a student is hired right after high school?**

When a student graduates from high school, or when a student is hired right after high school graduation, his/her pay increases to Step 1 of the Student Worker – Undergraduate class when they provide verification that they enrolled in college.

### **Do students from technical/vocation schools (ITT, Maric College, etc.) qualify for the program?**

Yes, as long as they are full-time students (schools must provide proof).

### **For how long can a graduate work after his/her graduation?**

When a student graduates, and is NOT planning to pursue a degree the following semester, they can work full-time for **90 CALENDAR** days following graduation. If they enroll for a fifth year of study (teaching credential, etc.) they can work up to one (1) year, and be paid at Step 5 of the Undergraduate Student Worker pay rate.

### **Do all High School students need a work permit?**

Only those under the age of 18.

### **Are on-line course credits acceptable units of study?**

Yes, as long as it is an accredited institution and the credits are towards a higher degree.

### **A student is enrolled in a vocational school that awards Associates and Bachelor degrees. What salary do they receive?**

As long as they are pursuing an Associates or Bachelors degree they are paid as an Undergraduate Student Worker, Job Code 000905. Unit load and credit accumulation equivalency to be provided by institution.

### **Can out-of-County students be employed?**

Yes, there is no residency requirement.

### **May units from extended studies programs be accepted?**

Yes, extended studies college units are acceptable.

### **May minors be employed as Student Workers?**

Yes, depending on their age, minors can be employed. State labor laws cover the age, number of hours worked, restrictions and permits required.

## IX. DEFINITIONS

**Good Standing:** Full-time student carrying a full load, per the institution, maintaining a 2.00 GPA or better.

**Accredited:** Listed by the Council for Higher Education Accreditation.  
(See <http://www.chea.org>)

**Full-Time:** As determined by the institution

**Unit Equivalency:** Semester x 1.5 equates to Quarter units; Quarter units x .67 equates to Semester units

**Units Acceptable (for step placement):** Advanced Placement (AP) (if accepted by university), College Level Examination Program (CLEP), and transfer. Units must be shown on transcript to be accepted.

## XI. REFERENCES

1. DHR POLICY 113, Student Worker Program, March 2008.
2. PeopleSoft Business Rule PS-HR 1.40, Effective 4/9/05
3. [www.sdcounty.ca.gov/hr/jobs/student\\_wrkr.html](http://www.sdcounty.ca.gov/hr/jobs/student_wrkr.html)